

Agricultural Marketing Service  
Deputy Administrator, Marketing Programs  
Tobacco Programs  
Raleigh, N.C., or Lexington, KY., Regional Office  
Market News  
Clerk, GS-303-2

SJ TB3

## I. INTRODUCTION

The incumbent serves as a clerk in recording and tabulating market news information on one or more tobacco auction markets receiving inspecting and market news services under the provisions of the Tobacco Inspection Act. The period of employment is on an intermittent basis depending on the length of the marketing season.

## II. MAJOR DUTIES

Records data on warehouse floors. Works on the auction floor of a designated tobacco market. During the auction sale, performs market news duties by recording the Government grade, price and pounds from warehouse sales tickets.

Sorts and adds tickets. After the recording is completed, sorts the data by individual U.S. Government grade and tabulates with adding machine or calculator the lots, auction bids and pounds.

Calls data to market news office. Assembles data, along with other marketing information, and then transmits by telephone to a market news office for use as basic material in preparing market news reports. Mails all above material to the market news offices.

## III. FACTORS

### 1. Knowledge Required by the Position

Skill in operating an electronic adding machine or calculator.

### 2. Supervisory Controls

The incumbent receives specific instructions and assignments from a market news reporter. Technical guidance is also provided by higher level clerks. Employee seeks advice on all matters not specifically covered in the original instructions. Completed work is thoroughly reviewed for content and compliance with instructions.

### 3. Guidelines

The employee is provided with specific guides applicable to the given assignment. Deviations from the guidelines must be authorized by the supervisor.

4. Complexity

The statistical data must be collected and assembled in a precise and specific manner. This involves unique tobacco terminology and the use of statistical worksheets. The incumbent follows established procedures in checking and correcting discrepancies.

5. Scope and Effect

The purpose of the position is to provide clerical support to the market news office. The work contributes to the effectiveness of the service.

6. Personal Contacts

Personal contacts are with other Tobacco Division, Agency and Department employees. Other contacts include producers, warehouse persons, tobacco company representatives, and tobacco cooperatives.

7. Purpose of Contacts

Contacts are for the purpose of obtaining or providing information.

8. Physical Demands

The work is partly sedentary. Walking, standing, bending, and carrying light items such as papers and files is required 3 to 4 hours a day in a warehouse setting. The temperature in the warehouse may vary widely from extremely cold to hot, sometimes over 100 degrees. Stuffing, addressing, and sealing of envelopes is required.

9. Work Environment

Approximately half of the work is performed in an office setting and half in an auction warehouse which may have extreme varying temperatures and tobacco-dusted air.